Technical Division Business Processes

Process Number	Process	Process Description	Responsible Parties	Audit Number
	Administrative Management -			
1	Office Management	Office Management includes the Travel, division/department correspondence, filling, and other secretarial duties.	Common	
2	Financial Management	Financial Management includes planning, obligating and monitoring of budgets.	Common	
3	Personnel Management	Personnel hiring, training, performance & salary reviews, salary increases, promotions, disciplinary actions, and firing.	Common	TD-2002-14
4	Project Management	Project management includes; planning, executing, monitoring, internal and external reviews, and guiding.	Common	TD-2002-13
	Operations Management -			
5	Accelerator Component Management	This includes; production, management of spares, evaluate failure modes of accelerator components, make fix or replace decisions, make design changes if necessary, and perform repair work.	Common	TD-2002-05
6	Accel. Component Production QA Management & Documentation	Develop and maintain magnet travelers and all associated documentation	EF	TD-2003-05
7	Accelerator Component Production Tooling Mgmt.	Design, development, maintainence and storage of tooling for the Accel. Components	EF/MC	TD-2002-08
8	Procurement (non ProCard)	Division procurement of materials and services (non ProCard)	MC	TD-2003-12
9	Pro Card Procurement System	Small jobs procurement system	Common	TD-2002-12
10	Accelerator Component/Parts Distribution	Storage, staging, and distribution of parts for repairs and production	MC	
11	Quality Control Verification of Procured Components to Specifications	Quality Control Verification of Procured Components to Specifications	MC	
12	Magnet Test Facility (MTF) Operation	Management and operation of the cryogenic systems, maintenance and upgrades.	DT	TD-2002-04
13	MTF Measurement Operation	Accelerator component test & documentation of results	DT	TD-2003-13
14	Gage Calibration Management	Calibration of gages used to determine quality	Common	TD-2003-10
15	Records Management	Management of records, this includes equipment calibration records, discrepancy reports, corrective actions taken.	Common	TD-2002-02
16	Operational Readiness Clearance Review & Approval	A systematic review of apparatus in attempt to ensure personnel and equipment safety.	Common	TD-2003-09
17	Machine Shop Operation & Support	Provide machining, welding, grinding, cutting support for the Accelerator/HEP program at Fermilab.	MS	
18	Machine Repairs Management	Manage in-house machine repair shop.	MS	
19	Machine CAM	Provide programming and technical support to Machine Shops for the CNC and other CAM equipment.	CIS	TD-2003-06
20	Computer Information Systems & Technical Support	Provide support for the PC and other computerized equipments	CIS	
21	Computer Security	Provide safeguards for the computer systems/information	CIS	TD-2003-02
22	Research & Development Program	This involves a systematic process of designing, peer review, creating, testing and documentation…	Common	
23	Linear Collider R&D	This is a programmatic goal assignment by the HEPAP toward the Future HEP program.	EF	
24	High Field Magnet Program R&D	This involves a basic R&D program in developing a cost effective accelerator components for the future programs as well as to make strides in improving the existing systems and components…	Common	TD-2002-06
25	Drawing Management	The process of managing drawings throughout the Division. This includes how drawings are created, reviewed, issued and updated.	Common	TD-2003-08

Technical Division Business Processes

	Quality Assurance Program Management -			
26	QA Guidance and Oversight	Provide QA assistance & guidance throughout the Technical Division.	Common	
27	Annual QA Internal Self Assessment of TD Project/ Department Activity	Conduct at least one QA audit on annual basis of one of the TD Projects or department's activity	Common	TD-2002-01
	ES&H & Facilities Management			
28	Division Head Assessment	This is an internal assessment program to TD, the Division Head conducts an internal assessment of a TD Department on a quarterly basis. The idea is to cycle through all six departments in ~ 1 1/2 year	HQ	TD-2003-01
29	Tripartite Assessment Program	This assessment is scheduled and performed in conjunction with Fermi Area DOE, ES&H Section, and Technical Division to a given program effectiveness.	HQ/Support	TD-2002-07
30	OSHA Type Inspection	The Technical Division Conducts Quarterly OSHA inspections of the TD work areas, monthly in the machine shops.	Common Pool	TD-2002-09
31	ES&H Quarterly Walkthroughs	The TD ES&H Group conduct tours of all occupied areas each quarter to interact with the TD employees asking them directly of any safety concerns or issues they may have...	SD-ES&H	TD-2002-10
32	Safety Audits	This is a DuPont recommended program that is accomplished during the quarterly ES&H walk through program.	Common Pool	TD-2002-11
33	Employees Grass Roots Safety Committees	Each TD department has an employees only (non supervisory personnel) Grassroots Committee that meet each months to air safety concerns and problems. Their concerns are sent to the department and the Division management for a resolution. This process has a follow-up system to make sure that each issue is addressed amicably.	All TD departments (Common).	
34	ES&H Training	The TD ES&H Group monitors and help schedule the ES&H training for all Division employees to keep the training at an acceptable level	SD-ES&H	TD-2002-03
35	Radiation Oversight	The TD ES&H Group prepares radiation work permits when required, coordinates the move of Class 2 and higher materials into TD buildings, conducts routine radiation surveys, and has oversight of the TD radiation monitors and surveyors.	SD-ES&H	TD-2003-03
36	Environmental Oversight	The TD ES&H Group processes waste pick-up forms, air discharge permits, and conducts monthly inspections of the satellite accumulation areas.	SD-ES&H	TD-2003-11
37	Infrastructure Scheduled Maintenance & Improvements	Provide schedule infrastructure maintenance and improvements cost effectively and on timely/priority basis.	SD-FACMAN	TD-2003-07
38	Construction Oversight & Management	Oversight and management is provided to achieve highest level of safety, quality and cost efficiencies	SD-FACMAN	
39	Physical Plant Property Management	The physical property management includes assignments, of the office, lab, production, and storage spaces.	Common	
40	Plant Security	Measures are taken to protect the plant property and assets with in the Division.	Common	TD-2003-14
	NOTE: Although it is not listed as a process here, assessment number TD-2003-04 is on the LHC project.			